



## COMPLIANCE PLANNING FY2022

TOP TIPS FOR  
COMPLETING THE  
COMPLIANCE PLAN  
AND  
COST ANALYSIS  
FROM  
MIDC STAFF

CONTACT A  
REGIONAL  
MANAGER  
517-657-3066

### Do:

- Meet with your **Regional Manager** and other **stakeholders** to assess the needs of the local system.
- Use the **MIDC Grant Manual** to assist you with planning. It is available on the MIDC website "grants" tab.
- Check the MIDC's website (the "grants" tab) for **forms and instructions**.
- **NEW!** Set up a profile for MIDC's EGrMS Grant Management System as soon as possible after April 1, 2021.
- **NEW!** Use the MIDC's EGrMS to submit your compliance plan, cost analysis, current attorney roster, and mileage and travel rates between April 1, 2021 and April 27, 2021.

### Don't:

- "Round up" in your math – actual dollar amounts are necessary to evaluate the requests in the compliance plans.
- Leave out details about your plan. Documents are reviewed by many staff members and the full Commission. Some people may not be familiar with what your system is trying to accomplish.
- Miss the April 27<sup>th</sup> deadline for submission! A failure to submit by the deadline may be treated as a first submission.